

STATE OF MISSISSIPPI  
BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT  
501 North West Street, Suite 1401 B, Woolfolk Building  
Jackson, Mississippi 39201  
Phone: 601/359-3621

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES**

1. **GENERAL:** The Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management will contract for professional services for the projects listed in this document.
2. **HAZARDOUS MATERIALS:** The Bureau of Building will require all selected Professionals to manage any asbestos abatement and lead paint as a routine part of the Professional's contract. Consultants may be used; however, a separate contract for asbestos abatement or lead paint removal will not be issued by the Bureau.
3. **INSTITUTION/AGENCY IMPOSED SELECTION REQUIREMENTS:** On occasion, some institutions or agencies will request pre-interview meetings or requirements, inclusions of certain consultants, or other special conditions for acceptance of a Professional. Please be advised that none of the conditions are necessary for our selection unless issued as an Addendum to this RFQ by the Bureau of Building. The participation of any Professional in these type activities will not be considered as a part of the evaluation for selection.
4. **SELECTION PROCESS:** Professional selection will be in accordance with Bureau of Building Professional Selection Policy as identified in BOB Manual Section 400.6-B.

Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):

1. **Past Performance:** If a firm has done prior work for Bureau or Using Agency, award up to 10 points depending upon past performance.
2. **Site Presence:** Geographic location and/or proven track record of maintaining presence on site, award up to 10 points.
3. **Project Team:** General qualifications of Prime Professional and Consultant firms as well as specific abilities of identified team members, award up to 50 points.
4. **Relevant Experience:** Experience of Project Team with projects of similar type, scale and/or complexity of subject project, award up to 20 points.
5. **Fresh Perspective:** Project Team has no/low previous work with Bureau/Using Agency but offers new perspective or additional resource, award up to 10 points.

Evaluation criteria for selection from short-listed firms for this RFQ shall be as follows (100 point scale):

1. **Project Vision:** Professional has a clear vision/strategy for project which complements vision of Bureau/Using Agency, award up to 20 points.
2. **Relationship Management:** Professional balances goals and requirement of multiple governmental entities and user groups, award up to 10 points.
3. **Quality Control (Design Phase):** Project team produces tight, defensible contract documents that minimize change orders and construction phase conflict, award up to 20 points.
4. **Quality Control (Construction Phase):** Project team provides a construction phase service which ensures proper execution of contract documents, award up to 20 points.
5. **Budget Control:** Professional produces accurate estimates and keeps firm grasp of budget requirements with goal of most efficient/best use of limited funds, award up to 10 points.
6. **Schedule Control (Design Phase):** Professional meets all submission dates and anticipates/resolves potential design issues/conflicts in a timely manner, award up to 10 points.
7. **Schedule Control (Construction Phase):** Professional promptly processes submittals, pay applications; RFI's and facilitates rapid resolution of conflicts, award up to 10 points.

5. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services for any project listed herein, should submit the following in hard copy **and digital format** to the Bureau of Building, Grounds and Real Property Management in **DUPLICATE, per project.** (i.e. A separate submission is required for each project and each submission is to be in duplicate.)

1. **Letter of Interest:** Each submission must be accompanied by an individual letter.
2. **Narratives:** Include narrative(s) and any other documentation that will assist the selection committee in evaluation of the Professional and proposed Consultants by the criteria noted above.
3. **Form M54:** Each submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on our web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/> (if it prompts you – then click “allow” and then “open”)

**Form M55:** Each submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project. This document can be found on our web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/> (if it prompts you – then click “allow” and then “open”) M55 Item 7 must include entries for key personnel for the following six (6) project assignments:

1. **KEY PRINCIPAL** - will be totally responsible for the project.
  2. **DESIGN PROFESSIONAL** - will be responsible for overall design and planning of the project.
  3. **CONTRACT DRAWINGS** - will be responsible for the actual production of the contract drawings.
  4. **CONTRACT SPECIFICATIONS** - will be responsible for the actual preparation of contract specifications.
  5. **BIDDING PROCESS AND CONSTRUCTION CONTRACT PREPARATION** - will be responsible for the bidding process and preparation of the construction award contract.
  6. **CONSTRUCTION OBSERVATION** - will be responsible for construction observation of the project. As required but not less than twice a month.
  7. **JOINT VENTURE** – if your entity is proposing a joint venture (partnership / collaboration / etc.) – please list same in the M55 Box 3 for Firm (or Joint Venture) Name & Address. Before award, the Joint Venture will need a Federal ID number and registration at the Mississippi Secretary of State. Insurance requirements would be E&O for the Joint Venture entity but individual firm Workers Comp policies would be acceptable.
6. **PROPRIETARY INFORMATION:** Any page(s) of proposal that proposer considers to contain “trade secrets” or confidential commercial or financial information shall be submitted on different color paper than non-confidential pages and be marked in the upper right hand corner with the word “CONFIDENTIAL”. Failure to clearly identify will result in that information being released subject to a public records request.
7. **DELIVERY:** All submissions must be received in the Bureau of Building, Grounds and Real Property Management’s Office by 5:00 p.m., on Monday, June 20, 2016. Address all submissions to:
- Bureau of Building, Grounds and Real Property Management  
501 North West Street, Suite 1401 B, Woolfolk Building  
Jackson, Mississippi 39201
8. **DISQUALIFICATION:** The following list of situations may disqualify a Professional from being considered:
1. Professional is in arrears on one or more existing Contracts with the Bureau, another State Agency or Community or Junior College.
  2. Professional is, or anticipates being, in litigation or arbitration with the Bureau, another State Agency or Community or Junior College.
  3. Professional has defaulted on a previous Contract.

9. **IRREGULARITIES:** The omission of any information requested on the Request for Qualification may be considered as an informality, or irregularity, by the awarding public body when, in their opinion, the omitted information does not alter the Qualifications, or place other Proposers at a disadvantage.

10. **PROJECTS:** The Bureau of Building needs Professional Services for the following projects:

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|----|---------------------|------------------------------|
| 1. | GS#                 | 102-264                      |
|    | Title:              | Preplan New President's Home |
|    | Institution/Agency: | Delta State University       |
|    | Location:           | Cleveland, Mississippi       |
|    | Project Budget:     | \$87,500.00                  |
|    | Funding Sources:    | SB2866, Laws of 2015         |
|    | Professional Fee:   | D                            |

Project Scope: Preplanning through Construction Document Phase of a new home to replace the 1957 home on the same site. New +/-3500 square foot facility will serve as home to the President as well as serving as a site for hosting of institutional advancement, alumni, fundraising and similar events. Program will include 4 bedrooms along with typical living and support spaces as well as great room and dining space to accommodate larger meetings / events.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

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|----|---------------------|---|
| 2. | GS#                 | 367-012   |
|    | Title:              | Tenant Improvements - MMRS                        |
|    | Institution/Agency: | Robert G. Clark Building (DFA Capitol Facilities) |
|    | Location:           | Jackson, Mississippi                              |
|    | Project Budget:     | \$3,500,000.00                                    |
|    | Funding Sources:    | SB2906, Laws of 2015; HB1729, Laws of 2016        |
|    | Professional Fee:   | C+  |

Project Scope: Planning, renovating, furnishing and equipping of the Robert G. Clark Jr. State Office Building to accommodate offices for the Department of Finance and Administration's Mississippi Management and Reporting System. Scope will consist of interior build-out and finishes at building which underwent major exterior envelope and core/infrastructure upgrades in 2012. Efficiency of space utilization including maximizing system furniture solutions in lieu of hard-walled offices will be a priority. Site improvements including ADA compliance will be considered as funds permit.

Commissioning: This project will not involve commissioning.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.